

## OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

December 9, 2013; 6:00 pm

### Directors Attending

(LB) Luke Brennan - President

(TE) Terry Easton – Vice-President

(GC) Greg Casimer - Secretary

### Waterworks Staff Attending

(CL) Chuck Litzkow - Waterworks Manager

(MT) Mike Teeling – Asst. to Waterworks Manager

### Guests Attending

(EK) Eric Kurtz – ODVFD

(NG) Nate Gagliardi

=====

The meeting was called to order by LB at 6:10pm.

- 1) November 11, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 2) OUCC Requests
  - a) GC summarized the Waterworks' efforts to respond to an e-mail on Nov. 21, 2013 containing new requests made by Ms. Murray at the OUCC.
  - b) The new requests required a rapid response to meet a December 10 deadline. GC arranged for a local engineering firm to investigate the OUCC requests and prepare a report for Ms. Murray.
  - c) Andy Mix of Great Lakes Engineering was retained for the work.
  - d) GC addressed some confusion about the hydrant replacement work done under the prior rate increase. According to documents from the prior rate petition, many hydrants were replaced in advance of the actual award of the rate increase to coincide with a street paving project. This work was paid for with existing Waterworks funds, which was also explained in the paperwork for the rate petition. GC noted that the documentation is incomplete and it is difficult to determine precisely how many fire hydrants were installed at that time.
  - e) CL presented some hydrant records which suggested that approximately 37 hydrants were replaced between 2006 and 2008.

- 3) Hydrant Flushing – CL reported that flushing is 90% complete with the remainder to occur within two weeks.
- 4) Waterworks Manager position
  - a) CL informed the Board that he will accept the offer of the Waterworks Manager position.
  - b) CL and the Board discussed the now open position of Waterworks Technician. After discussion of the job description, it was agreed that CL would review potential candidates and make a recommendation to the Board.
  - c) LB will inform the Clerk Treasurer of the change in status for CL.
- 5) Town Contract
  - a) LB signed the final version of the revised contract for 2013. LB will also review and sign the 2014 contract when the paperwork is complete.
  - b) It will be the responsibility of the Waterworks Manager to track and report time as required under the revised contracts.
- 6) Insurance Issue
  - a) CL reported on his inquiry to our insurance agent about the issue raised at the November Board Meeting. When a private contractor uses Waterworks equipment, such use is covered by the existing Waterworks insurance policy, but is normally also covered by insurance each individual contractor maintains.
  - b) In a discussion with the contractor who was involved in the prior use, CL reported that the contractor agreed to operate under his own insurance certificate when operating Town equipment upon agreement to a minimum 4-hour call out. There was consensus among the Board that this was a reasonable term for emergency situations.
- 7) Billing Issues
  - a) CL reported that late bills have been reduced from 90 to 40.
  - b) CL and MT believe that the minimum billing error in the Keystone system is now completely resolved and will not produce any minimum bill errors in the next cycle.
- 8) Hydrant Repair at 25 Deer Trail
  - a) Water coming up around hydrant was fixed with adjustment to loose valve.
- 9) iCloud

- a) CL reported on problems with the iCloud service involving unreported payments by 15-18 customers. The problem was reported and a fix has been attempted but it will not be clear whether the fix is effective until the next payment period.
- b) the iCloud service is not providing the anticipated use and convenience that Waterworks was expecting when it agreed to implement it for water bill payment.
- c) No other Town departments use iCloud so the entire cost is currently borne by Waterworks. This cost seems to outweigh the benefit.
- d) CL to investigate how to cancel the iCloud contract and report back to the Board.

#### 10) Storz Fittings and Flags for Hydrants

- a) EK reviewed the history of the ODVFD request for Storz fittings and flags on the hydrants
- b) The original expectation was that all hydrants would have a Storz fitting by 2011, but a small number (fewer than 27) still do not have the fitting.
- c) Some hydrants require complete replacement while others need only to be retrofitted with the Storz fitting. The decision must be based on the condition of each hydrant.
- d) ODVFD would like to see the remaining fittings installed within two years.
- e) Originally, all hydrants were to be equipped with marker flags. This program was replaced with a blue reflector program which was co-funded by the Street department and ODVFD.
- f) EK further recommended that whoever is hired for the Waterworks Technician position should also be fire trained by ODVFD in order to provide an additional potential first responder who is likely to be around Town during daytime hours when many ODVFD volunteers are not nearby.
- g) GC noted that funding is dependent on the outcome of the rate

#### 11) 2013 Financial Performance

- a) A review of current finances indicates that available cash will meet obligations through the end of 2013.
- b) GC reported that, due to the lack of funds to allocate to depreciation, he expects the annual report for 2013 to show negative net operating income for the third year in a row.
- c) TE will prepare draft of 2014 budget for review at the Board's January meeting.

#### 12) Sanitation Services

- a) MT reported that resident inquiries about Sanitation are still being directed to Waterworks staff. Since the Town has not yet designated a point person for customer calls, the Waterworks staff has no choice but to provide essential services for the time being. This is contrary to the intention of the Waterworks to let the Town handle all Sanitation matters.
- b) LB will raise this issue with the Town Council and seek to identify a contact person to whom these calls can be directed.

#### 13) Meeting adjourned by unanimous consent at 8:15pm.